

<b>City of Waterville, Maine Position Description</b>
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**Position Title:** ASSISTANT CODE ENFORCEMENT OFFICER

**Department:** Code Enforcement

**FLSA Status:** Exempt

**Reports to:** Code Enforcement Officer

### **OVERVIEW OF POSITION**

This position serves as an Assistant to the City's Code Enforcement Officer. The position includes highly technical work assisting with inspection activities as they pertain to the enforcement of building and zoning codes and other City regulatory requirements for residential, commercial and industrial properties.

**Location:** the position is located in an office in the "Center" building adjacent to City Hall.

### **ESSENTIAL JOB FUNCTIONS**

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

#### **Code Enforcement Responsibilities**

Assists with the interpretation and enforcement of statutes, codes, regulations, ordinances and guidelines pertaining to zoning, building, housing, or environmental matters.

Assists other governmental agencies in the investigation of complaints and/or enforcement of applicable codes or statutes.

Performs field inspections under the direction of the Code Enforcement Officer as required to investigate complaints and ensure compliance with permits issued.

In the absence of the Code Enforcement Officer, reviews and approves site and building plans and drawings, and issues permits and certificates of occupancy.

Interacts on a regular basis with developers, contractors, attorneys and the public, advising on code provisions and standards necessary for permit issuance. Makes specific efforts to assist the public in understanding zoning and building codes and permit requirements. Receives questions and/or complaints from the public and takes the action necessary to resolve the same.

Assists the Code Enforcement Officer with reviews of environmental impacts facing the City and serves as liaison between the City and State in dealing with these impacts.

Provides assistance to the Planning Department as requested by the City Planner.

### **EDUCATION AND EXPERIENCE**

Graduation from high school, with some experience in the building trades, preferably with experience in positions which were directly responsible for compliance with building/zoning codes, ordinances and allied regulations.

A Bachelor's Degree Public Administration or a related field is desirable but not required if there is a work history in related fields.

Must be willing to become State Certified in Building Standards, Zoning and Land Use, and Shore Land Zoning. In addition, must be or have ability to readily become a state Certified Local Plumbing Inspector.

In lieu of the above requirements, an alternative equivalent combination of education and experience which provides the background to meet the requirements and challenges of this position may be considered by the City.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the current principles and practices associated with municipal land use planning.

Thorough knowledge of all types of building construction and materials, and methods of stages of construction and materials, and methods and stages of construction, especially when and where possible violations and defects may be easily observed and corrected.

Thorough knowledge of the codes, ordinances, and statutes regarding other regulatory matters such as housing standards, electricity, gas, plumbing and life safety standards and codes.

Must possess sound analytical skills.

Ability to deal tactfully with developers, contractors, architects, engineers, other governmental officials and inspectors, and the public, even in difficult situations of strict enforcement where cooperation may be hard to achieve. Ability to deal tactfully and to build effective working relationships with boards, committees, developers and state agencies.

Must establish and maintain effective working relationships with municipal departments, boards, committees.

Ability to communicate effectively both verbally and in writing.

Ability to make public presentations and to effectively communicate in writing.

**Physical Requirements:** The position requires the ability to walk, sit, talk, hear, and the ability to drive a personal vehicle for the purpose of assessing property sites. The employee is required to use hands/fingers to manipulate computer keyboard and other standardized equipment. The position may require the ability to bend, reach and lift or move up to 25 pounds.

**Supervisory Responsibilities:** None.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

<p><b>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b></p>
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*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

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